



CITY OF HOUSTON

Job Posting

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| Applications accepted from: | ALL PERSONS INTERESTED                     |
| Job Classification          | SURVEILLANCE INVESTIGATOR-EPIDEMIOLOGY     |
| Posting Number              | PN# 112566 (Multiple Positions)            |
| Department                  | Health & Human Services                    |
| Division                    | Office of Surveillance and PH Preparedness |
| Section                     | Epidemiology                               |
| Reporting Location          | 8000 N Stadium Drive 4 <sup>th</sup> floor |
| Workdays & Hours            | M - F, 8 a.m. - 5 p.m.*                    |
| *Subject to change          |  |

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Performs surveillance related to disease outbreak and/or bio-terrorism activities within the Bureau of Epidemiology. Provides reports to Epidemiologist Supervisor or Staff Epidemiologist team leader regarding progress of activities.

- CORE FUNCTIONS**
- Conducts surveillance related to disease outbreaks and/or bio-terrorism activities and interviews patients and/or medical facilities. Secures medical records and information related to disease outbreaks and/or bio-terrorism activities.
  - Performs field investigation activities related to disease outbreaks and/or suspected bio-terrorism activity as instructed by Staff Epidemiologists, and is available twenty-four hours a day, seven days a week to respond to suspected outbreaks.
  - Collects and analyzes data and prepares reports on investigative activities and findings to be reviewed by Staff Epidemiologists and Epidemiologist Supervisor.
  - Acts as liaison to medical facilities and other government agencies involved in surveillance activities and projects. Establishes rapport with staff at these agencies. Identifies concerns and reports them to the Staff Epidemiologists and/or Epidemiologist Supervisor.
  - Assists Staff Epidemiologists in developing preventive measures and intervention in controlling disease outbreaks and/or bio-terrorism activities.
  - Performs other duties as assigned by Staff Epidemiologists and/or Epidemiologist Supervisor.

**WORKING CONDITIONS**  
The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor's degree in Public Health, Physical Sciences, Social Sciences or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**  
Two (2) years of professional experience in public health or health care are required. Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**  
Must have a valid Texas Driver's License and comply with the City of Houston's driving policy (AP2-2)

**PREFERENCES**      None

**SELECTION/SKILLS TESTS REQUIRED**      None

**SAFETY IMPACT POSITION**      ☒ Yes    ☐ No  
This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION**      **GRANT FUNDED POSITIONS**  
This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Salary Range - Pay Grade 17**  
\$992 - \$1817 Biweekly      \$25,792 - \$47,242 Annually

**OPENING DATE**      August 16, 2006

**CLOSING DATE**      OPEN UNTIL FILLED

**APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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